

## CSUB Department of CEE/CS Laboratory Safety Agreement

### Laboratory Safety Policies

1. Hazardous equipment and/or materials may be present in the laboratory at any time. Do not move or tamper with any equipment or materials without proper authorization (this includes tables and chairs).
2. Some equipment may pose electrical shock hazards. Do not tamper with, repair or perform maintenance on any laboratory equipment. Alert the laboratory instructor if equipment is not functioning properly.
3. Food and drink are not allowed in the laboratory at any time.
4. Bare feet and open-toed shoes or sandals are not allowed. Long hair should be tied back.
5. All walkways (including between tables) must be kept clear of chairs, backpacks and other personal items to maintain a means of egress and eliminate tripping hazards.
6. Horse play will not be tolerated in the laboratory.
7. The location of fire exits, extinguishers, emergency telephones and other safety equipment will be described by your instructor. A copy of campus safety procedures is also posted in each classroom.
8. No student should perform any experiment that is not authorized by the instructor.
9. Read the laboratory procedure manual completely before you start. It is the responsibility of the student to read the manual before the experiment.
10. All safety instructions given by the instructor and in the laboratory manual must be followed. Proper handling of laboratory equipment and materials is the responsibility of the student. If you are unsure, ask your instructor.
11. Must use safety goggles and any other safety equipment specified by the manual when there is risk of injury. Protective equipment may be checked out from the Science Stockroom in Sci I, subject to availability of supplies.
12. Any injuries received in the laboratory or accidents should be immediately reported to your laboratory instructor.
13. Any broken equipment or materials should be reported immediately to your laboratory instructor.
14. Students are responsible for the clean-up of the laboratory area in which they worked.
15. Any activity that places any student, the laboratory instructor or campus property in danger will not be tolerated. This includes unauthorized removal of equipment, materials and supplies from laboratories or classrooms.
16. Receptacles for properly disposing of hazardous materials, including batteries, will be provided. These materials are not to be placed in the trash.

### **Regarding specific labs:**

1. There is a risk of fire or explosions with bench instruments and Festo Didactic workstations if a part overheats or if the equipment is connected incorrectly. Read the manual or ask the instructor first.
2. When using the soldering iron, do not touch the metal part of the soldering pencil as it may be hot and cause burns. Do not inhale the fumes from soldering.
3. When holding a robot, there is potential for lacerations or puncture wounds.
4. Do not let the boards, robots, or other materials fall down or break, or let other items be placed on top of them.
5. When done using the instruments, robots, boards, or computers, make sure to turn them off.

### **When working in the laboratory outside regular hours, you must:**

1. Have written authorization from the instructor for the specific time and date you wish to use the laboratory. AND
2. Have a second person present who has signed this safety agreement and campus liability waiver.

### **In Case of Emergency:**

1. Follow the emergency guidelines for the situation. Campus emergency guidelines are posted by the door in each class.
2. Dial 911 or the CSUB University Police extension 2111.

**By signing this agreement, you have read and understand the above laboratory policies and agree to comply with these policies. Failure to do so will result in expulsion from the laboratory and the course.**

(Updated 11/15)

Course Name: \_\_\_\_\_ Section: \_\_\_\_\_ Quarter: \_\_\_\_\_ Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

Name (Print)

Signature

Date